

Accounting Manager

Tennessee Department of Finance and Administration

Division of Accounts – Education Central Accounting

Location: Nashville, Tennessee

Salary Range \$3,896-\$6,234 (based on qualifications and experience)

Career Opportunities Available in Tennessee State Government

Job Overview Summary:

The Accounting Manager is responsible for the management of the payroll, cash management and general ledger accounting processes for the Department of Education and will be responsible for following established financial policies, procedures, controls, and reporting systems. This position reports to the Department Controller and services the Department of Education as part of the F&A centralized accounting initiative.

Duties and Responsibilities:

- Supervise, train, and provide strong leadership to the payroll and general ledger accounting team ensuring compliance with GAAP and federal reporting guidelines.
- Serve as a subject matter expert on accounting policies, procedures, and systems for internal and external business partners.
- Protect assets by establishing, monitoring, and enforcing internal controls.
- Review and maintain the monthly checklist and reconciliations to ensure all transactions are recorded and reviewed timely.
- Run queries in Edison (PeopleSoft) and utilize excel skills to ensure journals are appropriately recorded in the general ledger.
- Limits risk on cash management by minimizing errors related to daily draws from three payment systems.
- Initiates corrective action as necessary to ensure books of record are completely and accurately reflected.
- Develop performance evaluation goals and desired work outcomes for assigned subordinates to evaluate and develop job performance.
- Assist in the year-end close process ensuring deadlines are achieved.
- Effectively communicate with program management to provide value and service to the Department of Education.
- Provides status of financial condition by collecting, interpreting, and reporting financial data at state and federal level.

Required Education/Experience:

Graduation from an accredited college or university with a bachelor's degree in accounting and experience equivalent to five or more years of full-time professional accounting or auditing work including.

OR

Graduation from an accredited college or university with a bachelor's degree including thirty-six quarter hours in accounting and experience equivalent to five or more years of full-time professional accounting or auditing work. Graduate coursework credit received

from an accredited college or university in accounting may substitute for the required experience on a month for month basis to a maximum of one year (e.g., 36 graduate quarter hours in the above listed field may substitute for one year of the required experience).

OR

Designated as a Certified Public Accountant (CPA) and experience equivalent to three years of full-time professional accounting or auditing work.

Note: A transcript is required for a proper evaluation for this class.

Knowledge, Skills, and Abilities:

- Intermediate excel skills with the ability to analyze and summarize data through the use of formulas and pivot tables.
- Experience with PeopleSoft and Oracle systems is preferred but not required.
- Strong communication skills with the ability to provide solutions through critical thinking.
- Superior management skills; ability to coach and mentor a team with varied levels of experience.
- Exceptional oral, written, and presentation skills and the ability to effectively and concisely translate complex financial and non-financial concepts and results to individuals at all levels and backgrounds.
- A strong knowledge of GAAP and financial internal control systems.

Only candidates who meet the minimum requirements for the position will be interviewed.

Please send resume and contact information to: Jennifer.Vickery@tn.gov

For more information please contact:

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